

JOB ANNOUNCEMENT VACANCY #03-EP-OTR-0004

Agency:	Office of Tax and Revenue
Division/Unit:	Executive Office
Position:	Deputy Chief Financial Officer
Grade/Step:	DS-18/1 – DS-18/5
Salary Range:	\$112,324 - 128,332
Area of Consideration:	All Sources
Opening Date:	12-15-02
Closing Date:	Open until filled
Number of Vacancies:	One (1)

Position Description:

The incumbent is head of office for the organization responsible for administering the tax laws of the District of Columbia. With a staff of nearly 600 employees, the incumbent directs tax administration functions: returns processing and accounts maintenance, revenue accounting, customer service, compliance activities, and information technology support – to collect approximately \$3.2 billion annually in local taxes.

Taxes administered cover the full range of local and state taxes including individual income, estate, business franchise, sales and use and real property taxes.

The Office of the Chief Financial Officer seeks a seasoned tax administration executive who has managed tax operations at the federal, state or local level. Functional experience as a manager or executive in one or more technical area of tax administration such as audit of tax returns or collection of delinquent accounts is a plus. State or local tax administration experience desirable but not a prerequisite.

Submission Information

Office of Government Business and Human Capital
Recruitment Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Submission Materials : DC2000 (employment application) or Resume and cover letter with salary history

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., (“the Act”) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.